Arizona Department of Education
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TO: Superintendents, Charter Holders, Principals, Charter School Directors.

FROM: Dr. Robert J. Franciosi
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                Research and Evaluation

DATE: October 10, 2008

SUBJECT: **School Report Cards for the 2008-09 School Year: Data Submission and Release Dates.**
                (REF: RE08005-E)

This memo is to notify you about the process for updating the information for your school's report card for the 2008-09 school year. The memo also provides you with this year's timetable for the release of the report cards.

State law (A.R.S. §15-746) requires that all Arizona public schools must submit a report card. According to state law each school is responsible for the following actions:

1. The distribution of an Arizona school report card to the parents of students who are currently enrolled at the school. This distribution is to occur no later than the last day of each fiscal year;

2. The presentation of pertinent information relating to the school's Arizona school report card at an annual meeting.

NOTE: Failure to submit report card information may result in your school being denied the ability to appeal its AYP or AZ LEARNS evaluation for 2009.

Special Note for Alternative Schools

The report card for a school with alternative status under AZ LEARNS must state that it is an alternative school in the "School Mission and Goals" section of the report card. Failure to do so may result in the school's alternative status being revoked.

The report card for a school planning on applying for alternative status under AZ LEARNS must state that it is an alternative school in the "School Mission and Goals" section of the report card. Failure to do so may result in the school's application being denied.

Updating Information for Your School

To access the school report card web site:

1. Go to the Department of Education's web site www.ade.az.gov.
2. Click on Common Logon. You will find this on the top far right on the web site.

3. Enter your USER NAME and PASSWORD. **You do not need a new password for the school report card application.**
4. Click Continue.
5. Click on SCHOOL REPORT CARDS.

Follow the instructions and enter in the information that is requested. **Except where specifically stated otherwise in the instructions, all information entered should be for the current, 2008-09 school year.**

If you experience any difficulties with the Logon or Password, please contact the Support Center at enterprise@azed.gov or call (866) 577-9636 or (602) 542-7378. If you are a new administrator and do not have a username and password, you will need to call the above number(s) to receive one.

Availability of Report Cards

Report card information will be updated on the web and available as a download in PDF format by December 5, 2008. Please check the accuracy of the information immediately in order that corrections can be made before the report cards are printed. Hard copies will be mailed to the schools that request them in spring of 2009 before the school year ends.

Deadlines

Please note the deadlines below:

School report card application opens for submission of school information.	**October 10, 2008**
School report card application closes.	**November 26, 2008**
School report cards available on-line.	**December 5, 2008**

If you have any questions regarding this memo please email reportcards@azed.gov or call the Research and Evaluation section at 602 542-5151.

Thank you for your time and cooperation.